



**Infant & Toddler**  
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To: Local System Managers

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Subj: Documenting Use of Virginia's Part C Hearing and Vision Screening on the IFSP

In February 2005, local systems submitted to the Part C Office the team evaluation chart (page 3) of two IFSPs each for two children in the local system. This documentation was required in order to report to the Office of Special Education Programs (OSEP) on the percent of IFSPs that document the child's level of functioning in all five developmental domains: cognitive; physical – including fine motor, gross motor, vision and hearing; communication; social or emotional; and adaptive.

In the FFY-02 Annual Performance Report to OSEP (submitted in March 2004), Virginia reported that IFSPs documented the level of functioning for all five developmental domains in only 66% of records reviewed. Hearing and vision were the areas most often omitted. Based on a review of 70 IFSPs submitted by local systems in February 2005 (35 of 40 local systems submitted IFSPs on time and the most recent IFSP for each child was reviewed), Virginia reported the following data in the APR that was completed in March of this year:

- Cognitive development was evaluated for 97% of the children in the sample;
- Gross motor development was evaluated for 98% of the children in the sample;
- Fine motor development was evaluated for 97% of the children in the sample;
- Communication development was evaluated for 98% of the children in the sample;
- Social/emotional development was evaluated for 97% of the children in the sample;
- Adaptive development was evaluated for 90% of the children in the sample;
- Completion of Virginia's Part C Hearing Screening was documented for 14% of the children in the sample; and
- Completion of Virginia's Part C Vision Screening was documented for 16% of the children in the sample.
- Of those children whose IFSPs did not document use of the Virginia Hearing Screening tool, 88% did include documentation that a hearing screening was completed.
- Of those children whose IFSPs did not document use of the Virginia Vision Screening tool, 86% included documentation that a vision screening was completed.

Results of this review of IFSPs indicate a need for clarification on documenting on the IFSP use of Virginia's Part C hearing and vision screening forms. The attached policy page provides that clarification.

If you have questions about the attached policy page, please feel free to contact your technical assistance consultant.



# Infant & Toddler Connection of Virginia

## Policy Pages

June 2005

Question: What documentation is required on the IFSP to show that Virginia's Hearing and Vision Screening forms were completed as part of the Part C evaluation and assessment?

Response: As indicated in Policy Clarification and Technical Assistance on the Implementation of Requirements for Vision and Hearing Components of the Part C Evaluation and Assessment (October 2003), the *Virginia Part C Hearing Screening* form and the *Virginia Part C Vision Screening* form must be completed for all children who receive a Part C evaluation and assessment. Therefore, when the Part C Office does record reviews to determine local compliance with evaluation and assessment requirements, the hearing and vision components of the evaluation are considered completed only if the IFSP documents use of Virginia's Hearing and Vision Screening forms. In the record reviews completed in February 2005 (in which local systems submitted to the Part C Office two IFSPs each for two children), the following information was collected related to vision and hearing:

- Completion of Virginia's Part C Hearing Screening was documented for 14% of the children in the sample.
- Completion of Virginia's Part C Vision Screening was documented for 16% of the children in the sample.
- Of those children whose IFSPs did not document use of the Virginia Hearing

Screening tool, 88% did include documentation that a hearing screening was completed.

- Of those children whose IFSPs did not document use of the Virginia Vision Screening tool, 86% included documentation that a vision screening was completed.

While this data demonstrates that much greater attention is being paid to evaluation of hearing and vision as components of the Part C evaluation, it is clear that IFSPs do not consistently and clearly document use of Virginia's Part C Hearing and Vision Screening forms. Policy Clarification and Technical Assistance on the Implementation of Requirements for Vision and Hearing Components of the Part C Evaluation and Assessment (pages 5 and 16) notes that a statement about the child's hearing and vision status must be recorded on page 3 of the IFSP. The purpose of this policy page is to clarify that the statement used on page 3 of the IFSP must be specific enough to demonstrate that the Virginia Part C Hearing and Screening forms were completed. Therefore, page 3 of the IFSP must include the statement that "The Part C Hearing/Vision Screening was completed and ... {report the child's hearing and vision status}."